



TRIBAL HOUSING AND LOAN PROGRAM

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6002 / CHOCTAW TOWN CENTER

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #162186

Position Title: Director, Tribal Housing & Loan Program
Salary: Negotiable
Opening Date: ~~DECEMBER 20, 2018~~ DEC 20 2018
Closing Date: JANUARY 03, 2019 OR UNTIL FILLED
Supervisor: Director, Development Division
Type of Employment: Exempt Regular Full-Time
Job Location: Tribal Housing & Loan Program

SCOPE OF SERVICE:

The Director, Tribal Housing & Loan Program, serves under the direct supervision of the Director of the Development Division. This employee provides professional and skilled leadership to ensure that Tribal members' housing needs are met efficiently and in a timely manner. The Director exercises strong financial management and accountability standards throughout each facet of Tribal Housing and Loan Program operations and focuses closely on operations and fiscal accountability in all aspects of housing development, lending and rental collections. The status of the position is regular, full-time, and exempt. The Tribal Housing and Loan Program office is located in the 3-story office building near the lake at the Choctaw Shopping Center. The Director is tasked with providing policy and best-practices advice and overseeing the overall planning, organizing, managing, controlling, and sustaining of key administrative work required within the Tribal Housing and Loan Program.

DUTIES AND RESPONSIBILITIES:

1. Provide professional, skilled leadership in managing and directing the programmatic and fiscal operations of the Tribal Housing and Loan Program;
2. Work with the Director of the Development Division and the Chief Financial Officer to prepare annual budgets and to ensure that Tribal housing and loan programs operate within approved budgets and administrative guidelines;
3. Provide sound leadership, guidance, and administrative supervision for all employees serving within the program;
4. Provide routine briefings, accurate and timely analysis, strategic advice, policy recommendations, and technical expertise to the Director of the Development Division on issues of interest and importance to the Tribe and the recipients of program services;
5. Provide fact-based recommendations that reflect the Tribal government's priorities and locally identified unmet needs concerning Tribal Housing Reservation-wide;
6. Assist in the accurate and timely analyses of complex issues related to the Tribal Housing, its programs and operations, particularly concerning the stewardship of Tribal human, financial, and material resources;
7. Monitor Tribal developments and issues in both intergovernmental and extra-governmental relations, determining their implications for the Tribal Housing and Loan Program, and developing viable options and recommendations for Tribal strategies and decisions;
8. Prepare written briefing notes; discussion papers; presentations; and related materials concerning Tribal Housing and Loan matters that require the attention of the Division Director;
9. Take the lead on providing estimates and forecasts of all available revenues in support of the Department of Tribal Housing to plan for identified needs;
10. Convey the Department of Tribal Housing's concerns and positions to the Division Director to ensure that the positions taken are feasible and consistent with Tribal Housing goals and objectives;
11. Stay well informed and be constantly in supervisory control of program assets, budgets, planning, finances, professional training, and technological advancements;
12. Distribute monthly, quarterly and annual financial reports pertaining to housing rental and program loan activities to the Division Director and the Chief Financial Officer.

13. Distribute monthly, quarterly and annual reports pertaining to the management of program assets and the efficient administration of program services to the Division Director.
14. Maintain official records and documents of the Tribal Housing and Loan Program and ensure compliance with all applicable Tribal, Federal, and state regulations;
15. Maintain current knowledge and awareness of all work in progress within the program;
16. Encourage professional development and higher education among staff and assist them in relating their specialized work to overall Tribal goals;
17. Maintain a friendly and professional work climate that attracts, retains, inspires, and motivates a diverse staff of top quality people who are willing to work in the best interests of the Mississippi Band of Choctaw Indians;
18. Communicate regularly with supervisors within the program to maximize productivity and to ensure cost-effective management of Tribal resources;
19. Maintain confidential documents, and produce them when necessary to the Division Director and Tribal Auditors;

MINIMUM QUALIFICATIONS:

1. Master's degree in Accounting; or Banking and Finance;
2. Strong preference for licensure as Certified Public Accountant;
3. Preference for at least 7 years' prior work experience in finance, accounting, or mortgage loan management;
4. Preference for successful employment experience in financial management; banking; or loan approval and processing;
5. Strong analytical and technical skills, with experience in fiscal accountability and analyzing complex issues;
6. Prior work experience in writing briefing materials and in providing verbal briefings to senior management;
7. Knowledge of Choctaw communities, Choctaw culture, and MBCI history;
8. Preference for Choctaw and English bilingualism;
9. Excellent written and oral communication skills and an academic record that can withstand critical review;

10. Ability to accurately interpret Tribal, Federal, and state rules, ordinances, laws, regulations, and policies;
11. Ability to take initiative and work with limited direction and minimal supervision;
12. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals;
13. Ability to meet tight timelines, to manage a substantial workload, and to adjust to changing priorities and deadlines;
14. Ability and skills, such as professionalism, tact, diplomacy, and good judgment required to successfully deal with staff members, issues, and negotiations;
15. Adequate personal transportation and valid Mississippi Driver License;
16. Ability to pass comprehensive Background Investigation and Adjudication process, as required by Federal and Tribal policies and strict regulations;
17. Ability to abide by MBCI's Drug- and Alcohol-Free Workplace policy;
18. Willingness to travel on official Tribal business, as necessary.

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II(A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of

MBCI, or to employ a person who is Native American outside the order of preference set forth in this policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350